

Death Claims Process

Higher Education Agencies

ABC notifies Benefits Administration of death of the employee or dependent by sending an email to Benefits.Administration@tn.gov or submitting a Remedy incident ticket to Benefits Administration.

Higher Education Agencies complete the death claim paperwork and forward the completed paperwork, death certificate and accident report if applicable to Benefits Administration on behalf of the employee/beneficiary. Copies of the enrollment form and beneficiary designation form should also be attached.

If the beneficiary is a minor, guardianship papers for the minor beneficiary or documentation of a bank account set up under the Tennessee Uniform Transfer to Minors Act must be sent to Benefits Administration with the death claim paperwork.

If there is no beneficiary designated for the policy. A certified copy of the court order appointed Executor or Administrator of the estate paperwork must be sent to Benefits Administration with the death claim paperwork.

NOTE: The ABC should only sign in the completed by section, do not sign under the policyholder's representative/title section; this is to be signed by Benefits Administration.

Upon receipt of the requested information Benefits Administration will submit the paperwork to Dearborn National Life Insurance Company for processing.

Standard processing time for a death claim is 4 to 6 weeks.

**Optional Special Accident (OSA) is a product of Dearborn National. If the employee has this benefit, please provide a copy of the OSA enrollment form and accident report with the death claim paperwork.*